

**WASHINGTON STATE
DEVELOPMENTAL DISABILITIES COUNCIL**

**REQUEST FOR QUALIFICATIONS
HOME OWNERSHIP PROJECT**

04-02

June 1, 2004

Open to public, private, and non-profit organizations who are available to work in Washington State.

Administered by the Department of Community, Trade and Economic Development

HOME OWNERSHIP PROJECT

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HOME OWNERSHIP PROJECT

Tentative Schedule

Notice of Fund Availability	June 1, 2004
Pre Proposal Conference (Attendance is required to submit a proposal)	July 8, 2004
Applications Due	August 16, 2004
Scoring of Applications Completed	August 31, 2004
Negotiation of Contract Completed	September 25, 2004
Project Begin	September 30, 2004
Project Ends	March 30, 2007

SUBMITTAL INSTRUCTIONS

Please read the entire application packet before preparing your proposal. Proposals, which include thorough and complete responses, are more competitive. Be sure that all relevant information is in the body of your proposal, and not in cover letters or letters of support.

The proposal should include the following elements in the order they are presented:

- Application Cover Page (Attachment 1)
- Required Elements Statements
- Budget Statement (Attachment 3)
- Signed Certifications and Assurances (Attachment 4)

Applications must be double-spaced, concise and typewritten on letter-sized pages. Elaborate packaging is neither necessary nor desired. The original signature of the person authorized to sign for the organization must be on the original response.

All responses must be complete and become the property of the Council. The Council is not liable for any cost incurred by the bidder prior to the final execution of a contract, including costs of preparing and submitting responses to this solicitation.

Submit ONE original proposal, signed in ink, and three additional copies to:

- Washington State Developmental Disabilities Council
- 2600 Martin Way E, Suite F
- Post Office Box 48314
- Olympia, Washington 98504-8314
- Attention: Stephanie Benfield

Proposals must be received in the Council Office by 4:00 p.m. on August 16, 2004.

FAX transmitted proposals will not be accepted.

Please direct specific questions concerning this solicitation to Stephanie Benfield at 1-800-634-4473 or (360) 586-3554.

An electronic version of this RFQ is available on the Council's website at, <http://www.ddc.wa.gov/>

GENERAL APPLICATION INFORMATION

The Washington State Developmental Disabilities Council (Council) is established under Public Law 106-402, the Developmental Disabilities Assistance and Bill of Rights Act of 2000. The Council is comprised of 33 members who are appointed by the Governor. Members of the Council are individuals with developmental disabilities, family members and parents, advocates, and representatives from agencies that provide or fund services.

The Council is federally funded and has as its designated state agency the Department of Community, Trade and Economic Development (CTED). The Council is mandated to be a voice within state government for individuals with developmental disabilities and their families to receive the supports and other assistance needed to achieve independence, productivity, integration and inclusion into the community.

Council's Objective

According to the goals and objectives of the Council's State Plan and as permitted under Public Law 106-402, the Council engages in and supports advocacy, capacity building, and systemic change activities that contribute to a coordinated, consumer-and family-centered, consumer-and family-directed comprehensive system that includes needed community services, individualized supports, and other forms of assistance that promote self-determination for individuals with developmental disabilities and their families.

It is the mission of the Council to work collaboratively with individuals with developmental disabilities, families and guardians, service providers, advocates and policy makers to:

1. Assure that individuals with developmental disabilities and their families have access to culturally competent, consumer/family-centered supports and other assistance which promotes independence, productivity, integration and inclusion in the community; and
2. Promote this vision in the public policy and planning arena through systems change, community capacity building, and advocacy at the local, state, and national levels.

Recipients of Council funds are expected to be partners in bringing about improvement through change to service and support systems. The Council's activities and projects must be targeted for individuals with developmental disabilities as defined in Public Law 106-402 (**Attachment 2**).

PROJECT GOAL AND PURPOSE

The need the project is designed to meet is that most people with developmental disabilities want to live independently, in a home they call their own. For many safe, affordable, accessible and stable housing still remains out of reach, especially, if they must rely on Social Security Income (SSI) or a low-income job for their earnings. Over the past five years, through Council advocacy, over 450 people with developmental disabilities are living in housing funded through the State Housing Trust Fund.

The Council's State Plan goal in housing for people with developmental disabilities is people with developmental disabilities live where and with whom they want.

The purpose of the Home Ownership Project is to meet, in part, the following performance target in the State Plan:

HO2. 100 people with developmental disabilities and their families know more about the Housing Trust Fund, Section 8 vouchers/certificate programs, home ownership, and other service supports, by the end of 2005.

The goal of this project is to assist individuals with developmental disabilities to become homeowners through a pilot conducted in the Spokane area.

FUNDING

The Home Ownership Project is an eighteen-month pilot funded at \$45,500.

A 25 percent hard-cash match of a non-federal source or in-kind match is required. Budget and Statement of Work must be for an 18 month project.

BIDDER ELIGIBILITY

Open to public, private or non-profit organizations who are available to work in Washington State. Bidders must attend a pre proposal conference in order to submit a proposal. The pre proposal conference will be held in Spokane on July 8th, 2004 at the Spokane Airport Ramada Inn at 8909 Airport Drive, Spokane WA. Phone number: 509-838-5211 10:00 AM to noon.

REQUIRED ELEMENTS

Targeted market: Spokane area

1. Grantee must demonstrate experience working with and supporting the self-determination of individuals with developmental disabilities. (Note federal definition of self-determination on page 12.)

2. Grantee must outline how individuals with developmental disabilities will be recruited and supported to participate in the project, including methods for including people from diverse backgrounds and ethnic groups. (Note federal definition of cultural competency on page 12.)
3. Grantee must demonstrate experience and ability to deliver the following deliverables: (six pages maximum)
 - Design and conduct home buyer education sessions for at least 25 potential home owners
 - Recruit and prepare at least 15 individuals qualified for home ownership
 - Form partnership with local advocacy/service provider organizations, cities and county government, housing authorities, banks and other funding agencies to promote home ownership by people with developmental disabilities.
 - Develop local capacity to continue home ownership efforts beyond the duration of this funding.
4. Grantee must demonstrate partnership with at least the following organizations within the local community: (three pages maximum)
 - County and state DD programs,
 - City and County governments
 - Public Housing authorities
 - Banks or lending institutions
 - Housing developers
 - Community organizations/resources

Letters of commitment from partner organizations are required.

5. Grantee must demonstrate organizational capacity to support the project and detail how the project relates to agency mission, vision and goals. (Three-page maximum plus organization chart)
6. Grantee must present budget, using budget forms and justification in this Request for Qualification. Budget must be linked to project goal and deliverables. A cash or in-kind match of 25% from a non-federal source is required.

Eligible Costs

- A. **Personnel:** Salaries for each project employees. Show staff positions, name of incumbent (if known) and the percentage of time each staff contributes to the project.
- B. **Benefits:** Benefits for each project employee.

- C. **Personal Services:** Any subcontracts with consultants must include hourly rates, travel, communication, and other associated costs and a description of what service they will provide.
- D. **Goods & Services:**
- | | |
|-------------------------------------|--|
| Materials and Supplies: | Office supplies, paper, pens notebooks, etc. |
| Communications: | Telephone, FAX, postage, etc. |
| Printing & Reproduction: | Printing, photocopying. |
| Rental and Leases: | Office space, equipment rental. |
- E. **Travel:** Mileage, lodging, and meals, for staff and volunteers; and the reasons for each (include the costs of disability accommodation and respite.)
- F. **Grant Administration:** Administration costs (not to exceed 10% of the grant.)
- G. **Hard Cash and In-Kind Match:** Estimate the amount of in-kind contributions, value of donated services and number of hours of volunteer time. In-kind contributions may be figured at \$25.00 per hour and will require documentation.

Ineligible Costs

- A. Payment of general on-going organizational operations.
- B. Costs which are not directly related to the proposed project.
- C. Equipment purchases.

REVIEW AND SELECTION PROCESS

The Statements of Qualifications will be evaluated and scored. Selection will be based upon the submitted written statement of qualifications, experience, approach, work schedule and cost. The Council reserves the right to request in person interviews, if necessary, for the final decision. The Council reserves the right, at its sole discretion, to reject any and all responses or to waive any deficiency.

EVALUATION AND RANKING

The Evaluation Team is responsible for reading, analyzing, and scoring the applications. The proposals will be evaluated strictly in accordance with the requirements set forth in this application.

PRE-PROPOSAL CONFERENCE

Attendance at the pre proposal conference is required in order to submit a proposal and be considered for funding.

The purpose of the pre proposal conference is to assist those interested in submitting a proposal in understanding the intent of the Council and the partnerships and collaborations envisioned for the funded project. The pre-proposal conference will also provide background details needed to submit a competitive bid, and to provide applicants an opportunity to share their ideas for the design of the project.

The pre-proposal conference will be held on July 8th, 2004 10:00 to noon at the Spokane Airport Ramada Inn at 8909 Airport Drive, Spokane WA. Phone number: 509-838-5211

CRITERIA FOR RESPONSIVENESS:

Applications must address the following 5 required elements. Applications must be no more than 10 pages, double-spaced in at least 12 point font (not including letters of support).

Attendance at the pre-proposal conference is required.

Points will be awarded as follows for each section:

- | | |
|--|-----------|
| 1. Experience working with individuals with developmental disabilities | 25 points |
| 2. Experience/ability to meet deliverables | 20points |
| 3. Partnerships with organizations in local community | 20 points |
| 4. Organizational capacity | 20 points |
| 5. Budget and justification | 15 points |

REFERENCES:

Provide at least three professional references. (Permission must be granted to DDC to contact all references provided.)

COVER PAGE

HOME OWNERSHIP PROJECT

Please Type

Applicant:	
Mailing Address:	
Contact Person:	Telephone Number:
Please provide the following:	
Federal ID Number : (include copy of IRS 501(C)(3) determination, or approval of nonprofit status)	
PROJECT PARTICIPANTS (Identify all groups who will collaborate with the applicant on this project)	
List all individuals named above who are, or have been, an employee of the State of Washington, and/or Council member during the past 24 months.	
Funds Requested of DDC:	
Authorized Signature:	Date:

**Public Law 106-402
Federal Definitions**

Developmental Disabilities Assistance and Bill of Rights of 2000,
Section 102(8)

(A) IN GENERAL – The term ‘developmental disability’ means a severe, chronic disability of an individual that:

(i) is attributable to a mental or physical impairment or combination of mental and physical impairments;

(ii) is manifested before the person attains age 22;

(iii) is likely to continue indefinitely;

(iv) results in substantial functional limitations in 3 or more of the following areas of major life activity:

(I) Self-care.

(II) Receptive and expressive language.

(III) Learning.

(IV) Mobility.

(V) Self-direction.

(VI) Capacity for independent living.

(VII) Economic self-sufficiency; and

(v) reflects the individual’s need for a combination and sequence of special, interdisciplinary, or generic services, individual supports, or other forms of assistance that are of a lifelong or extended duration and are individually planned and coordinated.

(B) INFANTS AND YOUNG CHILDREN – An individual from birth to age 9, inclusive, who has a substantial developmental delay or specific congenital or acquired condition, may be considered to have a developmental disability without meeting 3 or more of the criteria described in clauses (I) through (v) of subparagraph (A) if the individual, without services and supports, has a high probability of meeting those criteria later in life.

Section 102 (7)

CULTURALLY COMPETENT – The term ‘culturally competent’, used with respect to services, supports, or other assistance, means services, supports or other assistance that is conducted or provided in a manner that is responsive to the beliefs, interpersonal styles, attitudes, language, and behaviors of the individuals who are receiving the services, supports, or other assistance, in a manner that has the greatest likelihood of ensuring their maximum participation in the program involved.

Section 102 (27)

SELF-DETERMINATION ACTIVITIES – The term ‘self-determination activities’ means activities that result in individuals with developmental disabilities, with appropriate assistance, having –

- (A) the ability and opportunity to communicate and make personal decisions;
- (B) the ability and opportunity to communicate choices and exercise control over the type and intensity of services, supports, and other assistance the individuals receive;
- (C) the authority to control resources to obtain needed services, supports and other assistance;
- (D) opportunities to participate in, and contribute to, their communities; and
- (E) support, including financial support, to advocate for themselves and others, to develop leadership skills, through training in self-advocacy, to participate in coalitions, to educate policymakers, and to play a role in the development of public policies that affect individuals with developmental disabilities.

BUDGET WORKSHEET

Categories	% of time	Total Requested from DDC	Match	Total Funding Required	Describe the Match resources
A. Salaries					
Project Employees					
Support Staff					
B. Benefits					
Project Staff					
Support Staff					
C. Goods & Services					
Materials & Supplies					
Communications (phone, fax)					
Printing & Copying					

Rental & Leases				
Workshops & Training				
Other (describe)				
Personal Services				
Consultants				
Volunteers				
Other				
D. Travel				
E. Grant Admin				
F. Other				
TOTAL EXPENSES				

Outline how the budget amounts were developed. Explain all line items including amount of Council funds requested, your contribution and all additional resources. Use the other side or additional paper if you need more space.

A. **Personnel:** List project positions, name of staff (if known) and the percentage of time each will work on the project.

B. **Personal Services:** Identify the type of consultant(s) you may be using and purpose.

- C. **Goods & Services:** Describe and explain any costs over \$500 (i.e. printing \$2,000 for Advocacy brochure.)
- D. **Travel:** Describe the travel required including who is traveling, where from, mode and number of trips. Indicate how much is for respite costs and how much is for special needs transportation.
- E. **Grant Administration: (not to exceed 10% of total):** Describe what overhead costs are included in the grant administration costs and how overhead costs are shared between programs/projects in your organization.

CERTIFICATIONS AND ASSURANCES

I/we make the following certifications and assurances as a required element of the bid or proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related

1. The prices and/or data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition, as to any matter relating to such prices with any other Proposer or with any competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal or bid.
2. The attached proposal or bid is a firm offer for a period of 60 days following receipt, and it may be accepted by the Council without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60-day period.
3. In preparing this proposal or bid, I/we have not been assisted by any current or former employees of the state of Washington whose duties relate (or did relate) to this proposal, bid, or prospective contract, and who was assisting in other than his or her official, public capacity. Neither does such a person nor any member of his or her immediate family have any financial interest in the outcome of this proposal bid. (Any exceptions to these assurance are described in full detail on a separate page and attached to this document.)
4. I/we understand that CTED will not reimburse me/us for any costs incurred in the preparation of this proposal or bid. All proposals or bids become the property of CTED, and I/we claim no proprietary right to the ideas, writings, items, or samples.
5. Unless otherwise required by law, the prices and/or costs data which have been submitted have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by him/her prior to opening, in the case of a proposal directly or indirectly to any other Proposer or to any competitor.
6. No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

Signature

Date

Title

REPORTING REQUIREMENTS

The contractor will be responsible for submitting the following reports:

Monthly Performance Reports

Short narrative on work performed, activities accomplished, and progress made on the project.

Final Report

The Final Report gives a detailed account of the project activities and outcomes.

Presentations to the Council

The contractor may be asked to provide up to two presentations at scheduled Council meetings during the contract period.

INSURANCE REQUIREMENTS

A contractor may be required to carry the following insurance coverage:

INDUSTRIAL INSURANCE COVERAGE - The CONTRACTOR shall provide or purchase industrial insurance coverage as required by law prior to performing work under this Contract. The DEPARTMENT will not be responsible for payment of industrial insurance premiums or for any other claim or benefit for this CONTRACTOR, or any SUBCONTRACTOR or employee of the CONTRACTOR, which might arise under the industrial insurance laws during performance of duties and services under this Contract. If the Department of Labor and Industries, upon audit, determines that industrial insurance payments are due and owing as a result of work performed under this Contract, those payments shall be made by the CONTRACTOR. The CONTRACTOR shall indemnify the DEPARTMENT and guarantee payment of such amounts paid by the DEPARTMENT.

COMMERCIAL GENERAL LIABILITY INSURANCE - The CONTRACTOR shall at all times during the term of this contract, at its cost and expense, carry and maintain Commercial General Liability (CGL) insurance with a limit of not less than \$1,000,000 per each occurrence. If such CGL insurance contains a general aggregate limit, the general aggregate limit shall be at least two times the "each occurrence" limit. These limits may be increased as deemed necessary by the State. CGL insurance shall be written on an "occurrence" form, and cover liability arising out of premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract), and contain separation of insured ("cross liability") condition.

AUTOMOBILE LIABILITY INSURANCE - The CONTRACTOR shall at all times during the term of this contract, at its cost and expense, carry and maintain a Business Auto Policy (BAP) with a limit not less than \$1,000,000 per accident. This limit may be increased as deemed necessary by the State. Such insurance shall cover liability arising out of any auto. If necessary, the policy shall be endorsed to provide contractual liability coverage and cover "covered pollution cost or expense."